

# St. Ann's College for Women

Malkapuram, Visakhapatnam – 11

## Minutes Of 1<sup>st</sup> IQAC Meeting

The IQAC Coordinator in consultation with the Chairperson Dr.Sr Prema Kumari convoked for the 1<sup>st</sup> IQAC meeting. The meeting held on 02-06-2018 at 10:30 am in the college conference room.

### Agenda

- To constitute the IQAC of the college and make it operational
- Introduction of new course B.Sc ( CBZ )
- Alumni meet
- Introduction of new add-on courses
- Hands on job training and educational tour
- Orientation program for staff & students
- Purchase of computers for lab and library
- Planning for SAS week celebrations, competition, farewell, resource person
- Making college magazine resourceful
- Extension services and awareness programs
- Tie up with organisations for campus placements
- Systemic delivery of curriculum through proper planning, documentation and methodology
- To organise a fire safety drill
- Result analysis and report preparation by all the departments
- Remedial / Special class
- Propose of signing MOU's with other institution
- Organise parent – teacher meet
- Maintain eco-friendly, clean & green campus
- Preparation, proposal and confirmation of academic calander
- Selection and recruitment of teaching and non-teaching staff
- Identifying socio-economically poor students and planning for their support

➤ Proposal for Auditorium

1. The IQAC committee is started with members under the chairmanship of Dr.Sr. Prema kumari( Prinicipal ) and constituted for the purpose of planning and monitoring of the quality initiative of college and Mrs.P.Lavanya was selected as the IQAC co-ordinator.
2. The committee members decided to propose the management to start the new courses from this academic year B.Sc ( CBZ ) the subject is with the combination of Chemistry, Biology and Zoology.
3. The committee decided to conduct an Alumni meet in the month of December the main focus of the meeting would be strengthening the Alumini association and their involvement in the progress of the institution.
4. It was resolved to introduce new add-on courses like music, dance, fashion designing, textile designing, boutique making as a part of curriculum enhancement.
5. The committee noted the final year students will have their onjob training classes along with their curriculum and they decided that final year students would be taken for educational tour in the month of January to enhance their personal qualities and exposure to the other parts of the country.
6. In order to help the students in understanding the subject matter prescribed in the curriculum as well as making them familiar with the mission and vision of the college as well as subject wise orientation to the students.
7. The committee noted that the proposal for new computers for labs and library forwarded to the notice of chairperson.
8. The committee has decided to celebrate the SAS week celebrations and freshers day, St.Ann's feast on the same day and informed all the

students to participate in various competitions, the committee informed cultural committee to take charge.

- 9 The committee members decided to have the magazine to be more resourcefull by adding all the activities related to the college and external activities.
- 10 The committee members decided to have the extension service and awareness activities to the students through NSS Activities.
- 11 The committee members decide to have tie up organisations for campus placements so that every year students can have more companies for interviews and they can have in the college itself, so committee members decided placement cell to takeover it.
- 12 The committee members decided to inform all the departments to follow the systematic order of curriculum and proper planning of the documentation maintaining all the department records of all the activities
- 13 The Committee members decided to have a Fire Safety Drill awareness program for both the students staff and non-teaching staff.
- 14 It was decided to inform all the department to continue with their result analysis and report preparation and submit a copy of the report to the office.
- 15 Towards the end of each semester, it was resolved to conduct remedial / special classes for slow and advanced learners
- 16 The committee noted that it forwarded a proposal to the chairperson signing a MOU's with any prominent institute/agencies/NGO's for collaboration in research, quality initiatives and financial support.

- 17 In order to share the progress of the students with the parents and also to get the direct feedback about the academics and institution, so they decided to have parent – teacher meet.
- 18 The committee noted that it has decided to maintain a eco-friendly and clean & green campus with gardens, proper waste disposal system, tree plantation and proper drainage network.
- 19 The committee members decided to prepare the academic calendar with all the required data with academics and other activities, once its prepared will go for the chair person for confirmation.
- 20 The committee members decided to send the proposal for the management to recruit new staff members for science department.
- 21 The management informed the committee members for identifying the socio-economically poor students for supporting them so the committee members intimated all the class teachers to give the names.

## IQAC Members

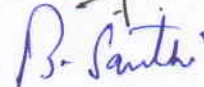
1. Dr. Sr. Prema Kumari (Chairperson)
2. P. Lavanya (Co-ordinator)
3. B. Shanti (Member)
4. A. Adilakshmi (Member)
5. G. Adishesu (Member)
6. B. Raju (Member)
7. M. Rupa (Member)
8. M. Renuka (Member)
9. Y. Anasuya Devi (Member)

P. Lavanya



(IQAC Coordinator)

## Signature



Dr. Sr. Prema Kumari

Principal